



Dane County Humane Society

Helping People Help Animals

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • giveshelter.org

Job Title: AMS Operations Coordinator

Reports to: Lead Certified Veterinary Technician

Supervises: AMS Volunteers

Hours: Part-time, 20 hours per week, Monday through Friday

Hourly Rate: \$16

Scope of Position: The Animal Medical Services Operations Coordinator assists with a variety of aspects of Dane County Humane Society's Animal Medical Services (AMS) veterinary clinic operations. This position is responsible for coordination of AMS volunteers; inventory and ordering of medical services and admitting supplies; ordering of medical supplies for the wildlife rehabilitation program and Pets for Life program; tracking use of donated and grant funds for AMS; scheduling of post-adoption procedures and outside medical/surgical appointments; coordination of AMS equipment maintenance; other duties as assigned.

Duties and Responsibilities:

Inventory and ordering of supplies; donated funds and grant tracking **50%**

- Monitor inventory and order supplies for AMS and admitting departments
- Order medical supplies as requested for wildlife rehabilitation and Pets for Life Programs
- Fulfill approved staff prescriptions
- Track use of donated and grant funds for AMS

Coordination of AMS Volunteers **15%**

- Communicate vacancies in the AMS volunteer schedule to the volunteer department
- Recruit, schedule, train and evaluate AMS volunteers
- Provide volunteer support and recognition

Scheduling of public appointments **30%**

- Schedule post-adoption spay/neuter appointments

- Schedule post-adoption appointments for other surgical procedures, treatments and/or follow-up care
- Schedule public spay/neuter appointments

Additional Job Duties

5%

- Schedule outside medical and surgical appointments for shelter animals and coordinate transport to/from these appointments
- Assist with surgical recovery
- Coordinate AMS equipment maintenance
- Other duties as assigned

Qualifications/Requirements:

- Must be computer literate, experience with Excel, Google, and Microsoft Office preferred
- Ability to work efficiently and independently
- Critical evaluation and observational skills
- Affection for animals and concern for their welfare
- Ability to accommodate schedule based on various work assignments and needs of the shelter
- Ability to communicate effectively with supervisor and other shelter staff

To Apply:

Please send **application** to **Celest Alves, Lead CVT** by using the following link provided for the Dane County Humane Society Application process. <https://survey.alchemer.com/s3/7075458/DCHS-Employment-Application>

Dane County Humane Society is an Equal Opportunity Employer. At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, gender identity or expression, marital status, arrest or conviction record, genetic information, veteran status or other class protected by applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.